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1. Intelligence Production Staff (IPS), Office of the Chief

Intelligence Officer, GS-15 (Slot 741)

As Staff Assistant to the Chief, IPS the responsibilities of this position are:

(a) To review and make recommendations for improvement of the Office external research programs at the Office level, with particular respect to the implementing procedures involved. This will be done with the overall cognizance of Plans Branch/IPS and Plans and Programs Branch/CS in regard to the substantive aspects of external contracts, and the overall cognizance of Admin/SI with regard to the budgetary aspects of these contracts.

(b) To plan and make recommendations for the effective utilization of scientific and technical literature, particularly Soviet, by the research and analytical components of OSI and to represent OSI on pertinent inter- and intra-Agency committees dealing with this problem, specifically the Subcommittee on Exploitation of the Advisory Committee on Foreign Language Publications under NSCID 16, and to represent the Agency when scientific and technical matters are under review by the Subcommittee.

(c) To make recommendations for OSI utilization of bibliographic control techniques, including mechanical devices which enhance the specificity of retrieval of information; mechanical indexing; machine translation; and other mechanisms to improve the control, dissemination and use of all types of information for scientific intelligence research and production purposes.

2. Intelligence Production Staff, Plans Branch

Intelligence Officer, GS-13 (Slot 690)

The duties of this position involve annual and long range office production planning and the implementation of an effective records system for the maintenance of staff surveillance of office production. This officer will be engaged in the holding of pre-project conferences, the production of periodic status reports of office production, performance of inter- and intra-office planning coordination, processing of ad hoc production requests and monitoring, and making recommendations on all office activities directly related to office production.

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3. Guided Missiles Division, Office of the Chief

Control, Coordinating and Planning Officer, OS-14(Slot 665)

This Officer will be the principal Assistant to the Chief, Guided Missiles Division, in accomplishing his assigned responsibilities, per DD/I Notice No. 50-100-12, 5 March 1956, as Guided Missiles Intelligence Coordinator for intelligence production, requirements and related activities pertaining to guided missiles within the framework of the recognized responsibilities of the DD/I intelligence producing offices; will act as Executive Secretary to such guided missile intelligence committees and/or working groups as are formulated at the instance of the Guided Missiles Intelligence Coordinator; will provide advice and make recommendations to the Chief, Guided Missiles Division/Guided Missiles Intelligence Coordinator, regarding the programming and control of guided missile activities within the DD/I intelligence producing offices and the Guided Missiles Division, SI, respectively; and under the general cognizance of the OSI staffs, will maintain liaison with the Secretariat of the Guided Missiles Intelligence Committee, the agencies of the Department of Defense and other agencies of the government to keep advised of their intelligence planning, programming and related activities pertaining to guided missiles.

Specifically this officer will:

- (a) Provide direct and continuous assistance to the Guided Missiles Intelligence Coordinator in accomplishing his assigned responsibilities, per DD/I Notice No. 50-100-12 for coordinating pertinent contributions to NIE's, Current Intelligence publications, and such other evaluated intelligence on guided missiles as may be required by the DD/I and/or DCI.
- (b) Provide direct and continuous assistance to the Chief, Guided Missiles Division/Guided Missiles Intelligence Coordinator in the formulation, integration, serving and following-up of guided missile collection guides and requirements.
- (c) Act as Executive Secretary, and under the general cognizance of the OSI staffs provide such other secretariat duties as needed, to such guided missile intelligence committees and/or working groups as are formulated at the instance of the Chief, Guided Missiles Division/Guided Missiles Intelligence Coordinator.

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(d) Maintain knowledge of the guided missile activities within the DD/I intelligence producing offices, and provide advice and make recommendations to the Chief, Guided Missiles Division/Guided Missiles Intelligence Coordinator regarding the programming and control thereof.

(e) Maintain knowledge of the guided missile activities of the Technical and Support Branches, and under the general cognizance of the Deputy Chief provide advice and make recommendations to the Chief, Guided Missiles Division regarding the programming and control thereof.

(f) Through liaison with the agencies of the Department of Defense and other agencies of the government, keep advised of their guided missile intelligence planning, programming and activities, and provide advice and make recommendations to the Chief, Guided Missiles Division/Guided Missiles Intelligence Coordinator, regarding the effect of these activities on the planning, coordination and control of internal CIA guided missile intelligence activities.

(g) Assist the Chief, Guided Missiles Division/Guided Missile Intelligence Coordinator in formulating plans, programs, and controls by preparing appropriate staff studies, memoranda, directives, and such other papers as deemed appropriate for approval and signature.

(h) Integrate and prepare in appropriate form reports on any new guided missile intelligence techniques or methods developed by the Technical and/or Support Branches for the Chief, Guided Missiles Division.

(i) Carry out special assignments as requested by the Chief, Guided Missiles Division/Guided Missiles Intelligence Coordinator.

4. Nuclear Energy Division, Non-Soviet Branch

Intelligence Officer, General, GS-12 (Slot 514)

Under the general supervision of the Chief, Non-Soviet Branch, this Officer is in general, responsible for conducting research studies, preparing support material, and maintaining surveillance over all nuclear energy developments in the Non-Soviet Bloc. The subject matter includes resources (particularly in the occurrences and exploitation of uranium and thorium) research and development programs, personalities, peaceful uses programs, relationships with the Soviet Union and atomic weapons programs, if any.

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5. Administrative Branch

Budget Officer, GS-12 (Slot 576)

As Budget Officer for the Office of Scientific Intelligence, incumbent is responsible for the administration of all budgetary operations within the Office. This includes preparation of the annual OSI budget, preparation of required reports and review of all financial papers requiring certification or approval.

In addition this position is responsible for the administrative and budgetary aspects of external research projects. This includes advising on the financial requirements of project proposals, preparing the required staff study, preparing requisitions for initiating contracts where appropriate, liaison with the Personnel Contract Division and the preparation of necessary requests for funding arrangements, project clearances, etc.

This position also provides logistics support to the Office and serves as Responsible Officer for the OSI special operational account in the Logistics Office.